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HOW TO
ENCRYPT YOUR FILES AND EMAILS

Encryption adds an extra level of security for your documents which is essential when sending documents, such as completion statements or probate accounts, containing sensitive financial or personal information. This short guide will explain how your files and emails can be encrypted to increase security for your firm and your clients.

Encrypting files with WinZip

WinZip is a Windows program that lets you archive and compress files so that you can store or distribute them more efficiently. It also allows you to protect your files with a password. To ensure this measure has a higher chance of success, be sure to never include the password in an email because if your account is being watched by a fraudster, they will be able access the documents. We suggest using a second method of communication such as a text, phone call or using a pre-set password that was agreed at the outset of a transaction when exchanging bank details.

1
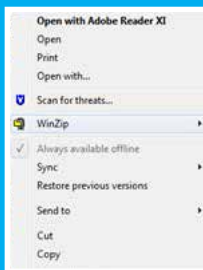
Right click the file you want to send and click on *WinZip*

2
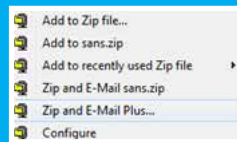
From the options click on *Zip and E-mail plus*

3

You can use the same file name or rename it. Click on the *Encrypt zip file* to encrypt file

4

It will request for a password. Enter a secure password and reconfirm it. Click on 256 Bit AES Encryption (Stronger)

5

The Zipped file should be attached to the email. You can email the protected file to your clients

* Do not disclose the password within the same email. Use a second method of communication, such as a text or phone call, to disclose the password.
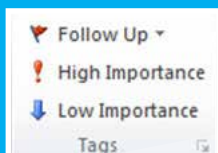
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Marking an email as Confidential

Another useful step is to mark your email as confidential; this will alert the recipient to the nature of the email by placing a banner at the top of the email that reads "Please treat this as Confidential".
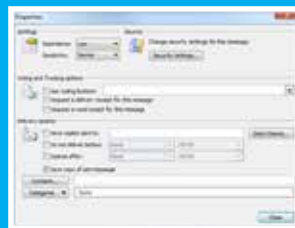
1

Click on the file tab when creating the email

2

This will open to change settings for the email

3

Click on Sensitivity drop down menu and choose Confidential option

4

Recipients of the message will be notified in the email header to treat email as confidential

Risk Solutions Resources

Guidance notes and case studies can be found at:
www.qbeeurope.com/risk-solutions/document-library

News, Insights and risk resources can be accessed via the QBE blog:
www.qbeeurope.com/news/blog

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